



VENDOR REGISTRATION

Dear Applicant:

Thank you for your interest in becoming a vendor with the State of Indiana. Your company should complete the vendor application. Please read all directions carefully and complete all areas of information requested.

You may either complete this form online, or print it out and mail it to the Indiana Department of Administration at the following address: Procurement Division / Vendor Registration, 402 W. Washington, W468, Indianapolis, IN 46204. Once the application has been received and approved, you will receive a letter giving your company's vendor number. If any parts of the application are incomplete, you will receive a notice stating which section(s) needs to be completed in order to become an approved registered vendor.

NOTE: You may access the vendor application through the Indiana Department of Administration at www.in.gov/idoa/register

Please understand that both the Department of Administration and the Department of Transportation's Procurement Divisions maintain a vendor file. Being added to the file DOES NOT GUARANTEE that a vendor will receive all applicable invitations.

OUT-OF-STATE CORPORATIONS

Pursuant to IC 23-1-49, a foreign corporation (out-of-state corporation) must obtain a certificate of authority from the Indiana Secretary of State before doing business with the State of Indiana.

For further information and applications, please contact the Secretary of State via their Internet site at

www.state.in.us/sos/business (click on Corporations and look for "Application for Certificate of Authority" under "Forms") or at the following address:

**Secretary of State
Corporations Division
302 West Washington, Room E018
Indianapolis, IN 46204
(317) 232-6576**